Academic Council

Annual Report for 2003 - 2004

Members
The members of the Academic Council during this academic year were:

Sister Patricia Ann Matthews, IHM, Chair
Dr. Louis Furmanski, Dean, College of Liberal Arts and Sciences
Dr. Devorah Namm, Dean, College of Creative Arts and Management
Dr. Lois Draina, Dean, College of Education and Human Development
Dr. Ronald Bulbulian, Dean, College of Health and Human Services
Dr. Bernadette Russell, Dean, School of Continuing Education
Dr. Mary Ann Fedrick, Associate Vice President for Academic Affairs
Dr. Michael Mirabito, Assistant to the VPAA for Technology
Dr. Diane Keller, Assistent to the VPAA for Research and Community Collaboration

Meetings
The minutes were taken and distributed by Debbie Brouillette, Executive Secretary. The agenda of each meeting was sent to the President of the University prior to the meeting.

During 2003-04, fourteen meetings of the Academic Council were held. In addition, separate meetings were held with the sub-set (4) of the College Deans to orient them to their new positions and the restructuring taking place in the University.

Accomplishments
The following work was done by the Academic Council during the 2003-04 year:

- On-going orientation of new members;
- Advanced fourteen part-time lecturers;
- Discussed the new form for evaluation of teaching and formulated policy for its use
- Changed the summer graduation date back to August 25th;
- Looked at the use of 800 phone numbers throughout Academic Affairs and eliminated/changed lines, where feasible;
- Participated in budget formation for 2004-05, including implementation of a technology fee;
- Agreed to change the timing and format of the Annual Honors Convocation;
- Named representatives to various University committees;
- Approved a new schedule and format for the Graduate Hooding ceremony on Commencement weekend;
- Developed a new "walking" policy that was sent to the Policy Committee of the University;
- Decided on the Case Professor of the Year and discussed alternative awards that might better fit Marywood in the future;
- Reviewed procedures now in place for handling temporary grades;
- Reviewed the mission statements from the five Colleges/Schools;
- Worked on the policy for Undergraduate Excused Absences;
- Developed a revised policy on Academic Honesty, which received University approval;
- Drafted a policy and a set of procedures to deal with grade appeals;
- Reviewed the Constitution of the *Wood Word* and a proposed advertising policy;
- Discussed several drafts of a new institutional policy on Intellectual Property;
- Reviewed new approved policies on training for IRB members and for investigators who involve human participants in projects;
- Worked on multiple drafts of a new policy for student academic grievances (other than grades) and accompanying procedures;
- Prepared for Academic Affairs Committee meetings, Trustee Day, and Commencement; and
- Followed up on issues raised by restructuring and planned for a meeting for faculty feedback after the first year.

Respectfully Submitted,

Sister Patricia Ann Matthews, IHM
Vice President for Academic Affairs

PAM/db